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Progress Made in the Agency Safety Program  
Since Receipt of Presidential Letter of 11 October 1954

a. An additional Safety Engineer and a secretary have been added to the Safety Officer's staff, which now enables him to handle the following safety problems on an immediate basis:

- (1) Computations for and advice concerning the safe placement of all heavy materials (safes, files, shelving, etc.) throughout the Agency.
- (2) Reviewing Building Emergency Plans to assure their individual adequacy as well as to determine their conformity with overall Agency plans. Assistance is furnished to all Building Emergency Officers in the preparation of their Emergency Plans.
- (3) Guidance to all Agency personnel with specialized safety problems, such as, storage and handling of explosives, inflammables, and toxic materials.
- (4) Advice to Space, Maintenance and Facilities Branch, Office of Logistics, concerning safety Problems involved in all major and minor construction in the Washington area.

b. Arrangements have been made with the Medical Office and the Insurance and Casualty Division, Office of Personnel, to forward copies of all accident cases and claims received by their respective offices to the CIA Safety Officer.

c. Agency accident statistics are being currently computed and a quarterly report is prepared which reflects the Agency rates as compared to the Federal Government average rates.

d. Plans have been formulated to establish the following activities on a definite scheduled basis:

- (1) Fire Drills and Reports
- (2) Fire and Safety Surveys and Reports
- (3) Testing for toxic and inflammable fumes where such materials are used.

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- (4) Training films obtained and previewed for the various offices to supply their individual needs, such as, driver safety and fire fighting training.

e. Area Security Officers have received training and instructions from the Safety Officer and they have been assigned responsibility for safety functions within their respective offices.

f. The Night Security Officers, Physical Security Division, have been furnished check lists of building safety hazards and have been instructed to make a safety inspection as part of their nightly security inspections. The safety check list is completed and submitted to the Safety Officer the following day for such action as may be warranted.

g. All Security Officers scheduled for overseas duty now attend a four hour course on safety and fire prevention which includes a general lecture on safety, a discussion of the safety and fire hazards to be anticipated in the field stations, a demonstration of various types of fire fighting equipment, followed by a session in which the individuals personally use the equipment to extinguish various types of fires.

h. The Office of Security indoctrination lecture to new personnel includes instructions concerning safety precautions required within the Agency. This lecture also includes a reminder to personnel of the severe safety and fire hazards inherent in many of the Agencies operations.

i. A proposed Agency Safety Regulation ( ) has been developed outlining the duties and responsibilities of all components of the Agency. The proposed Regulation clearly defines the purpose of the Agency Safety Program and is designed to promote safety consciousness among employees.

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